

Code of Conduct - How to be Successful as an Intern

For many of you participating in this internship program will be your first opportunity to go abroad. It may also be your first opportunity working for an international company in a professional work environment. You may be unsure or feel unprepared as to how you should approach this internship program, its etiquette and what is expected of you as an intern.

We would like to provide you with tips and some more information on how to make your stay in Germany as successful as possible.

- Your university's code of conduct will remain valid throughout your stay in Germany. This means you are to live up to the standards set by your home university including all rules and living up to its mission statement.
- Always maintain the utmost level of professionalism throughout your time here. This includes understanding and abiding by any confidentiality agreements at work at all times. Properly scheduling your vacation days (in case your company grants you any) and notifying your employer promptly when absence from work is required (i.e. sick days, vacation and personal requirements).
- Become acquainted with the daily operations of your job. This includes familiarization with work-related events, organized gatherings and work standards and procedures.
- Laws regarding alcohol are much different in Germany and for many, this will be your first experience in an environment with more relaxed customs regarding it. While you are here in Germany, this means making responsible decisions and maintaining a high level of professionalism.
- The use of drugs is absolutely forbidden. Drug use in any form will not be condoned nor permitted. You will immediately be reported to your company and university for disciplinary action, and you may face the consequences of local authorities.
- Above all else, recognize the fact that you are not only a visitor in a foreign nation, but you are also an ambassador for your own country. In addition, you are an ambassador for your company and university. Throughout your stay in Germany your conduct should remain professional and respectful of local customs and the organizations which you are representing.

Any action you take that negatively affects you, other interns or your employer will not be condoned. Your actions here are definitive of your university and your country. We want you to create a positive, lasting impact that will give companies the desire to host future interns.

Maintaining your professionalism

Professionalism is key throughout your stay here in Germany. Again, we want you to enjoy your time, see new places, experience new things and above all have a wonderful summer, but the highest priority of every intern throughout the summer is learning and understanding the next phase of career-oriented maturity.

- Learn the proper dress code of your company.
- Be prompt to work and prepared for what will often be eight to nine hour work days.
- Follow through with plans and commitments to your bosses and co-workers. If you commit to an event or meeting and do not attend this will reflect poorly upon you.
- Communication is the biggest key to your success. Communicate when you have a problem with a task. Communicate your plans and commitments. Listen to your co-workers. Be respectful. Ask questions. Give your

co-workers and the people around you the benefit of the doubt; this is important for both communication and respect.

- Accept feedback and constructive criticism from the people around you. Never forget you are here to learn new ways of thinking, so you cannot always count on previously conceived ideas to guide you. Learning new ideas is one of the most important guiding principles of this internship.
- A big issue facing all college students and interns is learning the balance of work activity and personal related activity. It is important that while being in the workplace you keep personal internet usage to a minimum i.e. Facebook, Twitter, personal e-mail, blogging etc. Cell phones and personal calls should also be kept to a minimum, unless in case of emergency. Learning this sort of balance will do wonders to help your growth throughout your time in Germany.

If you follow and respect the suggestions presented, your summer in Germany will truly be one of the most rewarding experiences of your life. You will learn about others and more about working in foreign situations, which will often prove to be very different than expected. You will learn and develop a standard for professionalism which will guide you later in your life. And most of all, you will learn about yourself.

This internship program and your summer spent here in Germany will give you the chance to open doors you never thought existed. Your efforts will take you very far in life once you have developed an international perspective, especially through presenting yourself as a proper ambassador and a worldly citizen.

I agree to the above stated US German Internship Program Code of Conduct and will make every effort to abide by it.

Full Name (type or print clearly) _____

Date _____

Signature _____

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